

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
INTERNATIONAL TELECOMMUNICATION ADVISORY COMMITTEE
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
<p>The ITAC is established under the general authority of the Secretary of State and the Department of State as set forth in Title 22, sections 2656 and 2707, of the United States Code (U.S.C.). The ITAC is established in accordance with the Federal Advisory Committee Act (FACA), as amended, 50 U.S.C. App. The approval of this Charter by the Under Secretary of State for Management under delegated authority constitutes the determination by the Secretary of State that the establishment of the Committee is in the public interest and essential to the conduct of the business of the Department of State.</p>
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
<p>ITAC activities are related to the duties carried out by the Secretary of State arising out of U.S. participation in activities under the Constitution and Convention of the International Telecommunication Union (Geneva, 1992), as amended, the Statute of the Inter-American Telecommunication Commission (Managua, 1993), and the Convention on the Organization for Economic Cooperation and Development (Paris, 1960).</p>
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider indentifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>Membership on the ITAC is open. There is no limit on the number of individual members, and there is no restriction on membership based on the views, background, class, or any other characteristic of individual members.</p> <p>Membership of the ITAC includes people from interested government agencies, network operators (recognized operating agencies), service providers, equipment vendors, academia, individuals, or "other entities" that have an interest in an aspect of telecommunication standardization, telecommunications in the developing world, or radio spectrum allocation/satellite orbit relevant to the activities of the International Telecommunication Union or the Organization for Economic Cooperation and Development. Each member is expected to participate in U.S. conference and meeting preparatory activities according to their interest in telecommunications. Members of the ITAC who are not Federal employees are designated as representative members.</p>
(5) OTHER BALANCE FACTORS <i>List any other factors your agency identifies as important in achieving a balanced FAC</i>

None

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

The membership of the ITAC consists of those who declare an interest in the standardization activities of the ITU, OAS/CITEL or OECD. There are no limits to the membeship; therefore there are no candidates from which membership is chosen, and there is no agency key staff required for selection of the membership. Since membership is open, there are no vacancies. The membership is renewed whenever the ITAC charter is renewed. Since voluntary international standards have significant commercial impact on the telecommunication industry, industry is generally interested in preparing for meetings and there is little difficulty in determining the range of views and interests involved in development of the standards. In addition, there are national standards bodies which are associated with the ITAC.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

There are no subcommittees

(8) OTHER

Provide any additional information that supports the balance of the FAC

The work of the committee is supported by a set of reflector lists (listservers) by which meeting announcements and document distribution is accomplished. Anyone can join these lists; the existence of the lists and the means of joining are announced in the Federal Register when committee meetings are announced (or at least annually). The lists are maintained current through periodic housecleanings managed by the listowner (Department of State) which require members to opt in to the reconstituted list.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

July 11, 2012